



International Women's Day Small Grants Program 2027

Guidelines

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Acknowledgement of Aboriginal Peoples and Country

In recognition of the deep history and culture of this island, we acknowledge and pay our respects to Tasmanian Aboriginal people; the traditional owners of the land. We recognise Tasmanian Aboriginal people's continuing connection to Land, Sea, Waterways, Sky and Culture and pay our respects to Elders, past and present. We particularly acknowledge Aboriginal women, who hold enduring roles in cultural leadership, community life and connection to Country.

Introduction

The Department of Premier and Cabinet (DPAC) are responsible for these guidelines and are referred to as 'we', 'us', or 'our'.

All references to 'you', 'my', or 'I', may be an individual and/or a representative on behalf of an organisation.

Key dates

Applications must be received by 2pm Tuesday 3 November 2026. **Late applications will not be accepted.**

Description	Date
Program opens	2pm, 1 September 2026
Program closes	2pm, 3 November 2026
Notification of Program Outcomes (estimate)	Late December 2026
Funding provided	Upon execution of the Grant Agreement
When your project must be completed by	30 June 2027
When your final report and acquittal will be due	31 July 2027

International Women's Day Small Grants Program 2027

The Tasmanian Government is committed to advancing gender equality and celebrating the invaluable contributions of Tasmanian women.

The International Women's Day Small Grants Program (the Program) is a key action of the [Equal means Equal: Tasmanian Women's Strategy 2022 – 2027](#) (Equal Means Equal Strategy).

The Equal Means Equal strategy's vision is:

'for a Tasmania where women and girls have access to equal choice, opportunity and resources to participate in our economic, social, political and community life.

Where gender equality is embedded in our culture, attitudes and practices, recognising the diversity of Tasmanian women and girls.'

The Strategy's goals of cultural change, empowerment, and visibility are advanced through actions that improve outcomes in the areas of:

- Economic Security
- Leadership and Participation
- Safety
- Health and Wellbeing

The funding will contribute to local projects which:

- Celebrate women and their achievements
- Support participation by women and girls who face barriers to engagement, connection or access.

You are encouraged to consider how your event, activity or project aligns with the Tasmania Government's commitments under the National Agreement on Closing the Gap. This could include making sure your event, activity or project is culturally respectful to, or captures data on the experiences of Aboriginal girls and/or women.

How much can I apply for?

The total funding for this Program is up to \$40,000.

Eligible applicants can apply for funding of up to \$3,000 (excluding GST) to hold events, activities or run projects in Tasmania that celebrate women and their achievements.

When must the project be delivered?

Events, activities and projects funded by this grant should be held for on or around International Women's Day, **Monday 8 March 2027**.

All events, activities or projects must be delivered by **30 June 2027**.

What can the Grant be used for?

The following are eligible costs. However, this list is not exhaustive:

- Venue hire;
- Equipment hire –lighting/sound/audio visual equipment;
- Staging hire - marquee / stall / table / chair hire;
- Welcome to Country ceremony fees
- Event, activity or project advertising and marketing;
- Cleaning materials; and
- Catering (avoiding single use plastics).

What can't the Grant be used for?

Grant funding must only be used for the Approved Purpose, and unless we agree in writing, the below are examples of what grant funds must not be used for:

- Personal or private expenses
- Purchasing prizes
- Purchasing alcohol, tobacco, smoking related products, including vapes or drugs
- Purchasing Gift Cards or vouchers
- Normal wages or wages outside approved roles. If there are any paid hours, they should be charged at the appropriate state or federal award, and in accordance with the Fair Work Act and Australian Tax Office requirements.
- Fundraising activities
- Normal operational costs
- Events, activities or projects involving political activities and/or commemorations

- Events, activities or projects of national or independence days of countries other than Australia
- Cost overruns, loan repayments or existing debts
- Retrospective costs – if successful, you may be able to claim some costs prior to receiving your Grant Agreement, but they are made at your own risk.
- Events, activities or projects delivered outside of Tasmania.
- Major equipment or asset purchases, such as but not limited to; buildings, vehicles, laptops or projectors.
- General operating costs that are not directly related to delivering the project, such as rent, utilities or routine marketing.
- Commercial or profit-making activities.
- Activities that have already started or been completed before funding is approved.
- Contingency costs.
- Expenditure already funded by the Tasmania Government or other organisation/donation.
- Paying for legal advice, insurances, governance, fees or fines.

Please Note:

- In some circumstances, we may consider funding costs that are not usually eligible. You will need to explain in your application why these costs are necessary and may be asked to provide additional information.
- You must demonstrate your organisation has the skills, resources and capacity to deliver the event, activity or project and manage any ongoing costs after the grant funding ends.
- Events or activities supported through this Program should be free or low-cost to participants wherever possible. You can use ticketing to manage attendance. If you propose an event or activity with a fee, explain why a fee is required and how it will not create a barrier to participation, particularly for women and girls who may experience financial, geographic, cultural, disability-related or other barriers.

Who can apply?

Eligible organisations include:

- A local government authority (council)
- Aboriginal organisations
- An incorporated not-for-profit organisation
- Parents and friends associations

- A not-for-profit company registered under company law.

Unincorporated community organisations or groups may be considered for funding if they are auspiced by an organisation who meets the above eligibility criteria.

Applicants must also:

- Be based in Tasmania
- Hold a currently active Australian Business Number (ABN) or provide evidence that they are currently in the process of applying for one.
- Have appropriate levels of Public Liability Insurance for the purpose of the proposal. A copy of the applicant's current Public Liability Insurance cover is required to be attached to the application.
- No perceived or actual conflicts of interest that would impact the delivery of the project

Please Note: Applicants may be asked to supply documentation to support their organisations eligibility as part of the application process, or as part of an audit process to confirm claims were true and correct.

About Auspicing

Unincorporated community organisations or groups may be considered for funding if they are auspiced by an organisation that meets the above eligibility criteria.

Auspicing is often used to help unincorporated community organisations access funding for their activities. An auspice agreement is a legally binding contract.

The 'auspicee' will be carrying out the project, event or activity 'under the auspices of' the incorporated organisation – the 'auspicator'.

The 'auspicator' enters into the Grant Agreement and receives the project funding for the auspicee. The auspicator can do this for multiple organisations under this Grants Program, as well as being an applicant in their own right, if they meet all other eligibility criteria.

If an eligible organisation applies and also auspices another organisation(s) for this Grants Program, then the auspicee applies under their legal name, and the application must include formal written confirmation from the auspicing organisation that it will accept the relevant administration, legal and financial responsibilities for the grant.

Who can't apply?

The following entities are not eligible to apply for funding under the Grants Program:

- Australian Government agencies

- Tasmanian Government agencies
- Schools or colleges (government or non-government/private)
- Individuals and sole traders
- Political parties
- Organisations already receiving funding from the Tasmanian Government for the event, project or activity.

How do I apply?

Visit DPAC's [Community Grants Page](#) and follow the link through to the online application form via our grants portal [SmartyGrants](#).

If you are having difficulty accessing the application form, or if you have any questions regarding the application process, please contact us before the Grants Program closes at women@dpac.tas.gov.au or 1300 13 55 13.

Can I use generative AI tools for my application?

Yes, Artificial Intelligence (AI) is one of many tools you can use to prepare your application.

If you use AI, or other external sources, in your application, you should identify the type of assistance provided and the source within your application or supporting documentation.

Common ways AI may be used in preparing a grant application include:

1. Generating ideas and planning (brainstorming)
2. Content development (drafting and structuring)
3. Language editing (proofreading and readability)

Examples of referencing AI use include:

- 'Generative AI (*source/s*) was used to assist with drafting and editing. All responses were reviewed and verified by the authors.'
- '(*source*) was used to assist with language editing only'.

We recommend you carefully review the content you create and include within your application, as you remain responsible for the accuracy, completeness and originality of all information submitted.

We may also contact you to discuss and validate the details included within your application.

The information you provide in your application will be assessed and, if successful, used to monitor your performance in delivering the approved purpose and outcomes.

Find out more about [using AI from the National Artificial Intelligence Centre](#).

I'm new to applying to grants – where can I get help?

We strongly encourage using SmartyGrants [Help Guide for Applicants](#) and [Applicant FAQs](#) to manage your application.

You may also like to view the Tasmanian Government's Digital Ready for Daily Life basics [video series](#).

Can I apply more than once?

Funding available for this grant program is limited and we recommend that, if eligible, you carefully prepare and submit an application that best represents your project or activity aligned with this programs objectives.

You may choose to submit multiple applications, each application will be assessed on its own merits against the eligibility and assessment criteria.

If you submit multiple applications, you may be asked to prioritise the applications you have submitted.

How do I account for Goods and Services Tax (GST) in my application?

You must indicate whether you are registered for GST in the grant application.

To help with understanding GST, you can visit the [Community Grants website](#).

[Contact the Australian Taxation Office](#) (ATO) on 13 28 66 or www.ato.gov.au for any further advice or clarification on GST.

How will my application be assessed?

Assessment criteria

If you're eligible, your application will be scored against these criteria:

What we're looking for	What that means	Weighting
Alignment with the Equal Means Equal Strategy and Program Objectives	- You explain how your organisation's purpose, goals and activities align with the Equal Means Equal: Tasmanian Women's Strategy 2022-2027 - You demonstrate an understanding of the needs and priorities of the women and girls the project is intended to support, including women and girls who face barriers to participation, inclusion or access. - Your organisation has established relationships, experience or connections in community that position it well to engage the intended audience and undertake the project.	45%
Your project is well planned and able to be resourced	- You provide examples of successfully delivering similar projects. - You demonstrate that the project is well planned and able to be resourced, including: - how it will be promoted and delivered, and - how you will measure what the project aims to achieve. - You demonstrate that the project will be accessible and welcoming for women and girls from diverse backgrounds, including those experiencing social, economic, geographic, cultural or disability-related barriers.	45%
Value for money	Assessors will consider whether the proposed project represents value for money based on the information provided across all assessment criteria.	10%

Moderation and Equity Considerations

The Program is competitive and may be oversubscribed. This means the total amount of funding requested by eligible applicants may exceed the funding available.

In these circumstances, the assessment panel may apply moderation when making final funding recommendations.

The panel may consider:

- achieving a balanced distribution of funded events, activities and projects across Tasmania
- equitable access to the Program's benefits across different communities of women and girls
- previous funding received from DPAC, to encourage wider access to grant funding.

What do I need to do while it's being assessed?

Please make sure you (or your representative listed in the application) is available during this time, as we may contact you via phone or through SmartyGrants for more information.

If you can't provide this information within 3 business days, your application may not be considered further.

What happens if my application is successful?

If successful, you will receive a notification of the decision, so please make sure your organisation's contact details in SmartyGrants are current.

Please note that your organisation name, the title of your project and the amount of funding received will be available on the Community Grants webpage.

If you are successful you will need to enter into an agreement with us. The type and complexity of this agreement will depend on the activity you are being funded for.

The agreement will include terms and conditions of the funding being offered and your obligations including reporting requirements.

Your report/s must include:

- a detailed explanation of how the funds were used against the approved purpose, and
- a financial acquittal (breakdown of expenses).

For more information for successful grant recipients you can visit our website, [Tools and Resources | Service Tasmania](#)

What happens if I'm offered less than what was requested?

Successful applicants may be offered partial funding.

Please consider this when completing the application form and clearly identify how partial funding may be used.

What if my organisation already has a grant with DPAC?

You can have more than one grant with DPAC.

However, if you have one or more overdue reports or acquittals, then the organisation must complete these before the invoice for this Grants Program can be approved for payment.

Please note that your organisation will not be eligible for the Grants Program if the project you are applying for already receives Tasmanian Government funding.

How will the information I provide be used?

Your report can be used, reproduced, modified and adapted by DPAC.

Make sure anything you provide complies with the *Copyright Act 1968 (Cwlth)* and the *Personal Information Protection Act 2004*.

What if my application is not successful?

Organisations will receive an email about the Grants Program's assessment decision, and who to contact if you would like to seek feedback on your application.

What if I want to appeal the decision?

You can ask for a review if you have reason to believe that:

- the persons making the decision had a direct or indirect financial interest in the outcome of the application
- the preparation of the application was affected by incorrect advice provided by DPAC
- the persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background, race, gender, marital status, sexual orientation, or disability.

To seek a review, organisations must write to the Manager, Community Grants and Programs by email to grants@dpac.tas.gov.au. A request must be received within 28

days from the date that DPAC provides notification of the decision of the grant application.

How will my information be kept safe?

Any information provided to or received by Department of Premier and Cabinet is managed under the conditions of the following Acts:

- *Archives Act 1983 (Tas)*
- *Personal Information Protection Act 2004*
- *Right to Information Act 2009*

Any worker in the Tasmanian State Service must also follow the rules of the State Service Principles and the *State Service Act 2000*.

Who do I contact about this grants program?

For further information or support, please contact women@dpac.tas.gov.au or 1300 135 513 (during business hours) for:

- further information or advice on the Grants Program
- assistance in making an application
- feedback on the outcome of your application.